**Assessment Committee, Oct 7, 2024**

Attended: Martha Bailey, Elizabeth Carney, Jil Freeman, Erin Gravelle, Kelly Mercer, Lisa Nielson, Lisa Reynolds, Ashley Sears, Yvonne Smith, Aundrea Snitker

Agenda:

1. Charter and membership
   1. Review and vote to approve
   2. Review membership; discuss recruitment
2. Accreditation update
3. Committee goals and tasks this year
   1. Changes this year: 2-year reporting cycle, the new shared governance structure…anything else?
   2. Immediate tasks this term

Meeting Notes:

**Charter**

[2017 Charter](https://docs.google.com/document/d/1nn3djQUwqKdshVgPLosoV5vEyJf9JQaiEHwKIREs-T0/edit?usp=sharing)

[2024 Charter draft](https://docs.google.com/document/d/1SSV0MI5M0yCJDCWwA63ug-5Qg34U7FSXHz1jsz37ep4/edit?usp=sharing)

Discussion:

*About having students in the role of consults to the committee:*

* *Can be difficult to keep a student on a committee*
* *We could go to an ASG meeting instead when we need input*
* *The Teaching & Learning Council discussed something similar: important not to tokenize students; need to recognize the labor burden for students; and we should recognize the power differential they will be in. T&L Council talked about having a group of students, rather than individual students, as a way to counter these potential harms.*
* *Maybe the Assessment Committee could tap into that T&L Council group/process as needed?*
* *If we had ASG students in our meetings they might feel empowered*
* *ACTION: We will circle back later with Jil or other members of the T&L Council to find out about their decisions/plans about a student group*

*Approve revised charter? yes*

**Membership**

Current committee members:

Erin Gravelle, Associate Dean, TAPS

Aundrea Snitker, Associate Dean, Arts & Sciences

(*empty seat: administrator from AFAC*)

Ashley Sears, Interim Dean, IEP

Lisa Reynolds, Associate Dean, IEP

Kelly Mercer, Faculty, Math (AFAC)

Lisa Nielson, Faculty, Skills Development (AFAC)

Yvonne Smith, Faculty, Human Services (TAPS)

(*empty seat: second faculty member from TAPS*)

Martha Bailey, Associate Faculty, Philosophy (Arts & Sciences)

Steven Soll (out Fall 2024 for parental leave), Faculty, Biology (Arts & Sciences)

Elizabeth Carney (committee chair), Center for Teaching and Learning

Jil Freeman, Chair, CTL

Ideas for who to recruit?

* *Someone from health sciences.*
* *Jil will send Elizabeth the name of a nursing faculty member who expressed interest ACTION ITEM: Elizabeth will reach out to this person*
* *Do we need to revisit our member distribution in the future if reorg includes EFA changes? The timeline for reorg to be announced is the end of Fall but we might need to consider EFAs regardless of reorg. FUTURE CONSIDERATION*
* *AFAC might make sense to keep as a division vs an EFA*

**Accreditation - information item**

Ad hoc [report](https://drive.google.com/file/d/1NcY9YJKGNX8Z28NW2FO0yC4C4RQiS9QR/view?usp=sharing)

Visit October 29

**Committee goals and tasks this year**

Consider in our planning:

* Two-year reporting cycle
  + FYI - resources shared with faculty:
    - [Timeline](https://docs.google.com/document/d/1I_ffDrZU86yasVgNybiI0m5CFoEFdnxfgL2c_Ff_h_Y/edit?usp=sharing)
    - [Two-Year Cycle -- What You Need to Know](https://docs.google.com/document/d/1e0sLl2s4fo6FUZAtDnnk28q5bPvSNgcRHaCGw9LWfxE/edit?usp=sharing)

Goals: (*we kind of skipped over this one! see Lisa’s notes down below*)

Tasks for the year:

* Report review with VP and deans, Nov/Dec
* Revise report and plan templates for 2026
* Supportive check-in midpoint in 2-year cycle

Immediate tasks this term--discuss/plan:

* Report review with VP and deans, Nov/Dec--Any thoughts on changes/improvements to the process, based on our experience last year?
  + *It was hard to give useful feedback on service area reports.*
  + *SA reports would cite data but data was not included. There wasn’t a place to attach or include documents or visuals.*
  + *Ashley shared that this lack of data has been addressed and should look different going forward, but this year SA units are establishing new goals--so their reports this year will be more narrative and less data.*
  + *Could we look at both SA and academic reports but maybe not at the same time?*
  + *Tweak the reflection questions we used last year? So they are driven not just by academic side experience*
  + *Next steps? Talk to David? Talk toTeaching and Learning Council? (not in the sense that we want T&L council dictating our process)*
  + *ACTION ITEM: Let’s decide what we would like the process to look like then share that with David and the deans..revisit and decide at next meeting*

Hi, this is Lisa: A thought I didn’t manage to complete before the end of our meeting: with the Next Steps conversation, were we circling back around to the AC goals **for different purposes?**

* Assessment Committee **as it connects to** T&L Council, other **Shared Governance processes** across the college (David-question?)
* Assessment Committee as it connects to program review by deans, other ‘higher order’ planning, improvements specifically **within Academic Affairs** (also a David-question?)
* Assessment Committee **as it relates to service-area assessment review** (starts with Katrina, plus David?)
  + As it connects to other parts of the **Continuous Quality Improvement plan** (starts with CQI Team?)

FUTURE CONSIDERATION

Hold for future agenda:

Programs with both academic and service-area assessment

Arts & Letters and Cultural Literacy assessment - leadership, organization